

Humanities and Natural Sciences Council of Chairs Meeting
Dean's Conference Room, Bobet 202J
January 13, 2014 - 3:30 p.m. – 5:00 p.m.

MINUTES

Call to Order

Dean Maria Calzada called the meeting to order at 3:30 p.m.

Attended: Blanca Anderson, John Biguenet, Mary Brazier, Maria Calzada, Frank Jordan, Michael Kelly, Kenneth Keulman, Lynn Koplitz, David Moore, and Connie Mui

Also attended: Roberta Kaskel, Enrollment Management

I. Approval of Minutes

Minutes of December 2, 2013 were approved.

II. Announcements from Dean Calzada

1.) Dean Calzada announced John Biguenet as the new Chair of the English Department, and said that Chris Chambers will take over as Chair of the Walker Percy Center.

2.) Dr. Don Faust donated \$48,000 to the newly created Mullahy account that will support undergraduate and faculty research for Chemistry, Math and Physics.

3.) The deadline for the faculty and staff awards is April 3rd. The committee meetings will be held on April 10th to pick the winners. Diane will email the information to all faculty, staff and students.

4.) Vita updates - Please include a summary paragraph about the professor.

III. Travel Section of the College Handbook Revisions

The discussion on travel changes was postponed until the February COC. It was approved by the College Planning Team, and will be brought to the chairs for approval. (See attachment)

IV. Roberta Kaskel – Enrollment Management

Roberta Kaskel spoke about yield events for spring semester. The spring Open House is March 29th. She said the HNS open house event in the fall was very well received by families, and suggested that there be a single point person in the college to work on making Open House even better, possibly Judith Hunt. Also, some ideas for Open House space might be to organize departments around teaching and bring interdisciplinary departments closer together for a more intimate experience. The HNS courtyard setting was a very good venue for mingling of parents, students and faculty.

Ms. Kaskel also said that families do want more time with faculty. A way to accomplish this would be for parents to have access to classes (late morning to early afternoon). HNS should identify faculty that would welcome parents and potential students to their classes. This is a good opportunity to show off Monroe Hall.

Email campaigns are also very important. Magis Mondays are another way, by inviting all honors candidates to campus. John Biguenet said that we could invite high school teacher alumni to events.

Lynn Koplitz expressed concern that there is no targeted effort to go after Pre-Med students. Ms. Kaskel said there would be a long-term strategic enrollment plan by May to include

all departments. She also said Loyola is expecting 610 new freshmen, and that The University Budget Committee will be meeting in February on financial aid. The goal is for families to be able to sit down with financial aid counselors at Open House.

Chairs asked about having marketing materials to hand out at Open House, and Ms. Kaskel said that it was up to the colleges to produce their own piece. The chairs expressed concern about this issue, but Ms. Kaskel said this should be targeted to the Provost office.

Ms. Kaskel stated that Loyola would be hosting a District Rally on Saturday, February 22nd for junior and senior high school honor students. She asked for 100 Loyola students to volunteer to proctor the exams. Please contact Crystal Vaccaro in Admissions if you know of any students who would like to volunteer.

Move to Adjourn:

The meeting was adjourned at 4:45 p.m.

**Attachment:
Travel Changes**

Handbook of the College of Humanities and Natural Sciences

Travel Guidelines

Every academic year, no later than August 15th, the Dean of the College of Humanities and Natural Sciences will make public an updated Travel Policy for the College. The principal purpose of faculty travel is the promotion of faculty research and the Travel Policy shall be designed to ensure this purpose.

PROCEDURES

The Travel Policy and a Travel Request form will be posted in the College Intranet. Faculty should fill out the Travel Request form and turn it to the Dean, who will approve requests based on faculty eligibility, College priorities, and fund availability. [The Dean will work with the College Planning Team and the Council of Chairs to update College travel priorities for the next academic year each spring semester.](#) The faculty member will be notified as soon as possible of the decision regarding the request.

Financial Affairs publishes policies and guidelines regarding per diems, car mileage, unallowable travel expenses, appropriate procedures for cash advances and travel expense reporting, and other travel related information. It is the responsibility of the faculty member to [review](#) these policies, guidelines and procedures and to comply with them.

QUALIFYING EXPENSES

Reimbursement for travel expenditures will be made only if such expenditures have been specifically authorized. Reimbursements will be made only up to the amount so authorized.

ADVANCES

Advance funds (cash advances) may be requested for qualified travel. University policy for cash advances is published in the Financial Affairs webpage, including timing for submission of proper documentation (expense statement) after the travel has taken place. Faculty are responsible for understanding and implementing the Financial Affairs policy as failure to do so may result in the cash advance being included in the recipient's W-2 form and reported as income to the IRS.

Unused funds are to be returned to the College with the expense statement.

EXPENSE STATEMENT

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An expense statement (available in the Financial Affairs webpage and the College Intranet) must be submitted to substantiate all travel expenditures. The statement must be submitted to the Dean's Office no later than five working days after the event for which funds were committed. It is essential that paid, original receipts be attached for items above a certain amount, which is determined by Financial Affairs. Financial Affairs has strict policies on how receipts are submitted. Department administrative assistants are responsible for helping faculty expedite their travel expense reports. If the submitted travel expense form does not meet the Financial Affairs published guidelines, it will be returned for correction. Receipts must be received within a certain time frame (published by Financial Affairs) in order for reimbursements to be processed and to avoid the inclusion of the reimbursed amount (or cash advance) in the recipient's W-2 form and reporting to the IRS as income. It is possible to submit more than one travel expense statement for the same trip, e.g. if the plane ticket was purchased well in advance of the trip, an expense statement may have to be submitted for this expense before the actual trip in order to avoid W-2 reporting. Questions regarding the completion of the travel expense statement should be directed to the Dean's Office.

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